

*Village of Fall Creek*  
*Minutes of Regular Village Board Meeting*  
*February 10, 2020*

1. **Call to Order:** 6:30 p.m., Village Hall Meeting Room, 122 E. Lincoln Ave., Fall Creek
2. **Pledge to Flag**
3. **Roll Call:** Members Present: Village President Tim Raap, Trustees Joyce Aldrich, Bob Jenkins, Sheena Kaatz, Matt Mattoon, Karen Strasburg, Dane Zook. Members Absent: None. Staff Present: Police Chief Chad Dachel, Public Works Crew Jamie Kaeding, Library Director Charlene Conradi, Clerk-Treasurer Renee Roemhild. Also Present: 3 citizens.
4. **Certify Open Meeting Law Requirements Have Been Met:** A notice of the meeting and an agenda was posted at the three public places and local newspapers were notified.
5. **Adopt Agenda:**
  - MOTION (Mattoon/Aldrich) to adopt the agenda as printed. PASSED, without negative vote.
6. **Act on Minutes:**
  - MOTION (Mattoon/Zook) to approve the 10/29/19 Community & Economic Development Committee, 11/5/19 Finance & Personnel Committee, 11/25/19 Public Hearing & Special Village Board, 12/10/19 Special Village Board, 12/18/19 Finance & Personnel Committee, 12/26/19 Special Village Board, 1/2/20 Plan Commission, 1/8/20 Finance & Personnel Committee, 1/13/20 Regular Village Board, 1/16/20 Special Village Board, and 1/23/20 Finance & Personnel Committee meeting minutes. PASSED, without negative vote.
7. **Citizen Input:** None.
8. **Correspondence:** None.
9. **Budget Comparison Report/Financial Considerations:**
  - MOTION (Zook/Mattoon) to approve the 1/31/20 Budget Comparison Report and the Clerk-Treasurer's monthly report. PASSED, without negative vote.
10. **Consider Bills:**
  - MOTION (Mattoon/Zook) to accept the Check Register Report for payment of bills #25239-25293, CC2012-2024, V20015-20043, RDW1013-1015 & RDS1014-1016. PASSED, roll call vote: Jenkins-yes, Kaatz-yes, Mattoon-yes, Raap-yes, Strasburg-yes, Zook-yes, Aldrich-yes.
11. **Scheduled Speakers/Issues of Interest**
  - A. **Charlene Conradi, Library Director, re FCPL Strategic Planning Survey:** Library Director Charlene Conradi addressed the Board stating they are starting their strategic planning process concerning the FCPL over the next 5 years. It's something all libraries in the State of Wisconsin are required to do by the Department of Public Instruction. Through conducting a survey, they will better be able to determine the best path forward to meet the needs of the community. They are requesting both users and non-users fill out the survey. By looking beyond current users, they can ascertain what's missing in their services.
12. **Police Department**
  - A. **Monthly Report:** Police Chief Chad Dachel presented the monthly report of cases/calls for service.
13. **Public Works Department**
  - A. **Monthly Report:** Public Works Crew Member Jamie Kaeding presented the monthly report regarding public works and utility departments.
14. **Committee Related**
  - A. **Community & Economic Development**

- a. **Discuss Blue Ribbon Committee Future Suggestions:** Committee Chairperson Dane Zook reported on their recent meeting, requesting consideration of renaming the Blue Ribbon Community Design & Implementation Committee to the Blue Ribbon Community Planning Committee. They are requesting the membership be updated and hope to have meetings twice a year, in order to be more active in planning the future of Fall Creek.
  - MOTION (Mattoon/Strasburg) approving requests as stated. PASSED, without negative vote.
- b. **Discuss Zoning & Building Code Changes and Update:** Zook reported on attending meetings of the Ag Ordinance Review Special Committee at Eau Claire County level. Based on information gained at those meetings, the committee recommended adding the words “Must comply with all State regulations (NR-151)” to the Village zoning ordinances regarding agricultural districts (§268-27 & §268-28).
  - MOTION (Mattoon/Strasburg) agreeing the above wording be added to the A1 & A2 Ag Zoning ordinances. Matter will be sent to Plan Commission for recommendation and to Village Attorney for review. PASSED, without negative vote.

Zook reported the Committee also discussed consideration of amendments regarding building requirements in the Zoning Code: such as considering twin homes, condos, whether to eliminate the requirement for a basement, etc. The Committee wishes to do further research. No recommendation to the Board at this time.
- c. **Discuss Cooperation Between Organizations:** The Committee would like to broaden notification of agendas via email to local organizations.
  - MOTION (Zook/Strasburg) to extend email notification of meetings to various, local organizations. PASSED, without negative vote.
- d. **Discuss New Promotion Items-Events, Civic Center, Kitchen, Stage:** The Committee considered features that could be added to Village properties to enhance use of facilities but wanted more time to research. No recommendation to the Board.
- e. **Discuss Cub Scout Storage Shed:** Zook reported on discussions at the committee meeting regarding the request to allow a cub scout storage shed on Village property. More information has come in since then. The matter was referred back to the committee.
- f. **Update on Inland Lake Matters:** Zook updated the Board on progress regarding renovation of the pond. The next step is to hire someone to write a lake management plan. The Inland Lake Protection & Rehabilitation District committee has approved hiring Mr. Sorgi, a retired DNR Water Quality Specialist, for this purpose. Also, there will be two advisory members added to the committee- a representative of the County and a citizen. Members of the Board thanked Zook for his work on this project.

## **B. Finance & Personnel**

- a. **Consider Process and Letting Out Bids for Municipal Garbage Services:** President Tim Raap reported on lengthy discussions at two meetings, one with several garbage haulers present to give their views and one where the committee worked in detail on the bid specs. Additional information has come in since then. Raap reviewed the key points of the new bid specs, such as:
  - Bids shall be requested in two categories: 1) tiered prices for 35-gallon cart, 65-gallon, 95-gallon, prepaid bags, and 2) only 65-gallon carts.
  - Two options will be available: stand alone and in conjunction with the City of Augusta securing a larger customer base for the vendor.
  - Frequency of recycling pickup will be determined at time of awarding the bid.
  - Vendor will be allowed to specify a preference for pickup day of the week.

- Village will administer billing customers therefore an administrative fee shall be added to the bid prices.
- MOTION (Zook/Mattoon) approving the bid specs as written and to let bids as soon as possible, with the return date set as March 6<sup>th</sup> at 4:00 p.m. PASSED, without negative vote.
- b. Convene in Closed Session Per Wis. Stat. 19.85(1)(c) For the Purpose of Engaging in Evaluation and Considering Employment of an Employee Over Whom the Village Board Exercises Responsibility, Namely Consider Public Works Director/Village Administrator Applications. At the End of the Closed Session, the Board Will Be Going into Open Session to Conduct Further Business. Roll Call Vote on Motion to Convene into Closed Session.** The Board did not go into closed session.
- c. Consider Amendment to Personnel Policy #6 Performance Evaluation:**
  - MOTION (Mattoon/Zook) to amend the personnel policy to insert details about the annual review process. PASSED, without negative vote.
- d. Consider Amendment to Personnel Policy #20.H. Education/Training, Including Retroactive Voiding of Invoice:**
  - MOTION (Jenkins/Mattoon) amending the wording under #20.H. to exempt employees with 2 years or more of service from the requirement to reimburse for training costs if they leave employment within one year of the training. PASSED, without negative vote.
  - MOTION (Mattoon/Jenkins) to make the above change retroactive, and to void the invoice to Bryan Kaatz. PASSED, without negative vote.
- e. Consider Request for Clarification on Process to be Followed When Someone Requests an Item be Placed on Agenda:**
  - MOTION (Mattoon/Aldrich) to establish general deadlines for items to be placed on the agenda as the Wednesday before the regular board meeting and two days before committee meetings. PASSED, without negative vote.

**C. Parks & Recreation:** No report.

**D. Public Property & Health:** No report.

**E. Public Safety:** No report.

**F. Public Works & Streets/Sidewalks:** No report.

## 15. General Business

### A. Set Date for Open Book and Board of Review:

- MOTION (Zook/Mattoon) to set the dates for Open Book as Thursday, April 16<sup>th</sup> from 2:30 – 4: 30 p.m. and Board of Review as Wednesday, June 3<sup>rd</sup> from 5-7 p.m. PASSED, without negative vote. as accept those dates. PASSED, without negative vote.

### B. Consider IT Support Services Agreement:

- MOTION (Mattoon/Zook) approving the IT Support Services Agreement for the 2020 calendar year with Kevin Meinholz in the amount of \$800. PASSED, roll call vote: Kaatz-yes, Mattoon-yes, Raap-yes, Strasburg-yes, Zook-yes, Aldrich-yes, Jenkins-yes.

### C. Consider Appointments: Replacement for Zoning Administrator: President Raap appointed Curt Strasburg.

- MOTION (Strasburg/Aldrich) confirming above appointment. PASSED, without negative vote.

## 16. Adjourn:

- MOTION (Zook/Kaatz) @ 8:16 p.m. PASSED, without negative vote.

Renee Roemhild, Clerk-Treasurer